

**FOSTER FAMILY AGENCY/FFA SUB-AGENCIES
KEY INDICATOR TOOL (KIT) #1**

Compliance areas not listed on this tool, but observed as deficient during the facility review, will be cited on the visit report.

REVIEW CATEGORY	REGULATION	COMPLIANCE INDICATOR DESCRIPTION
PHYSICAL PLANT	88087(a)(1)	FFA administrative offices are separate and secure from non-FFA tenants.
	88087(a)	FFA offices provide privacy for interviewing children.
	88087(e)	FFA ensures that no child or home is located more than 2 hours by car from the FFA offices serving children.
	88087(b)	FFA ensures that all confidential records are kept in locked cabinets.
CHILD RECORDS	88070(a)(1)(E)	FFA ensures that child's records, if available, contain medical history, immunization records, and special diets.
	88070(a)(1)(J)	FFA ensures that child's records contain medical consent forms signed by authorized representatives.
	88070(a)(1)(K)	FFA ensures that child's records contain copies of the original and modified Needs and Services Plans.
STAFF RECORDS	88065.2(b), 88065.3(b)	FFA social work supervisors, and social workers have required education and experience.
	88019(a)(2)	FFA personnel obtain DOJ or FBI criminal record clearances or exemptions prior to being home alone with or having supervisory control of children.
	88019.2(a)(1)	FFA staff files contain Child Abuse Central Index checks. (LIC 198A [3/99])
	88066(a)(1)(A)	FFA personnel records document that staff have completed required training.
	88066(a)(1)(B)	FFA personnel records document that staff meet education and experience requirements.
ADMINISTRATION	88061(a)	FFA submits reports to the licensing agency as required.
	88063(c)(8)	FFA board of directors reviews all licensing and incident reports provided by the administrator to ensure that FFA - Sub and CFH facilities comply with regulations.
	88063(c)(10)	FFA CEO, administrator, or designee is present at board of directors meetings where FFA operation or policies are discussed.
	88063(c)(12)	FFA ensures that the minutes of its' board of directors meetings are available for review by the licensing agency
	88069.7(b)(2)	CFH case records contain written records of the home study.
	88069.7(b)(6)	CFH case records contain signed statements acknowledging child abuse and neglect reporting responsibilities. (LIC 9108)
	88069.7(b)(10)	CFH case records contain contacts with references.
	88069.7(b)(11)	CFH case records contain records of each child placed in the home and the dates the child was in care.
	88069.7(c)(4)	CFH case records contain a copy of the Certificate of Approval.
	88069.7(c)(5)	CFH case records document 12 hours annual training for certified parents.
	89372(a)(20)	CFH children have the right to attend school and participate in extracurricular activities consistent with the child's age and developmental level.

